



Sackville Photography Club

Role Descriptions
For the
Executive and
Committee Positions



SPC – Role Descriptions for the Executive & Committee Positions

INTRODUCTION:

The Sackville Photography Club (SPC) undertakes yearly elections in order to form the various teams that plan ahead and make our general meetings and our many other events a success throughout the course of the year. Without these volunteers working many hours in the background, the SPC would not be nearly as successful. Since the club's founding in 1988, it has become one of the largest photography clubs in the Maritimes.

Have some ideas or suggestions?.....Get involved!.....Give'er!

As you will see within the pages that follow, the SPC's executive and planning committees are made up of twenty different positions that cover every type of job that needs to be done to keep the organization running smoothly. The purpose of so many positions is to keep the workload as light as possible for everyone who volunteers their time. With such a wide variety of skills amongst our members, we are certain that everyone has a skill or an ability that could be used to benefit the entire club. Most of the skills involved in the successful planning and delivery of our yearly program have absolutely nothing to do with photography. We have lots of great folks on the team willing to help you get started....So go ahead & get involved! Bring your photographic passion and ideas forward and help make our photography club the very best it can be.

“Anyone who criticizes the actions of a volunteer, without offer of suggestion or remedy, should be awarded the opportunity to immediately donate their time, effort, and talents to the position.”

Some Guidelines and notes to follow:

Every fair contest must have rules; below you will find some of the guidelines that govern our election process

- The Executive & Planning committees shall be comprised of members of the SPC in good standing
- Elected members will serve in their positions for a term of one year
- You may nominate yourself or another member of the SPC for any position (With their consent)
- An individual member may be nominated for a maximum of four positions
- A member may only be elected to two positions at any one time, at the discretion of the executive committee
- Some positions have additional recommendations or criteria to be aware of; this is especially true for any positions handling finances or equipment
- For any positions that have a single candidate listed after the nomination period has closed - that candidate will be elected by acclamation.
- Votes will be cast via online survey:
 - Members will have the chance to review and approve any candidates to be acclaimed to a position
 - Votes will be cast to determine the outcome for any positions that have more than one candidate

OK! I'm ready to volunteer – What's next?

- Submit your nomination(s) to: election@sackvillephotoclub.com
- Nominees...we need your picture! – Please send a headshot (Business style close portrait), these will be used to build a reference sheet so that members who are voting can put a face to the names of the individuals listed in the election survey.



SPC – Role Descriptions for the Executive & Committee Positions

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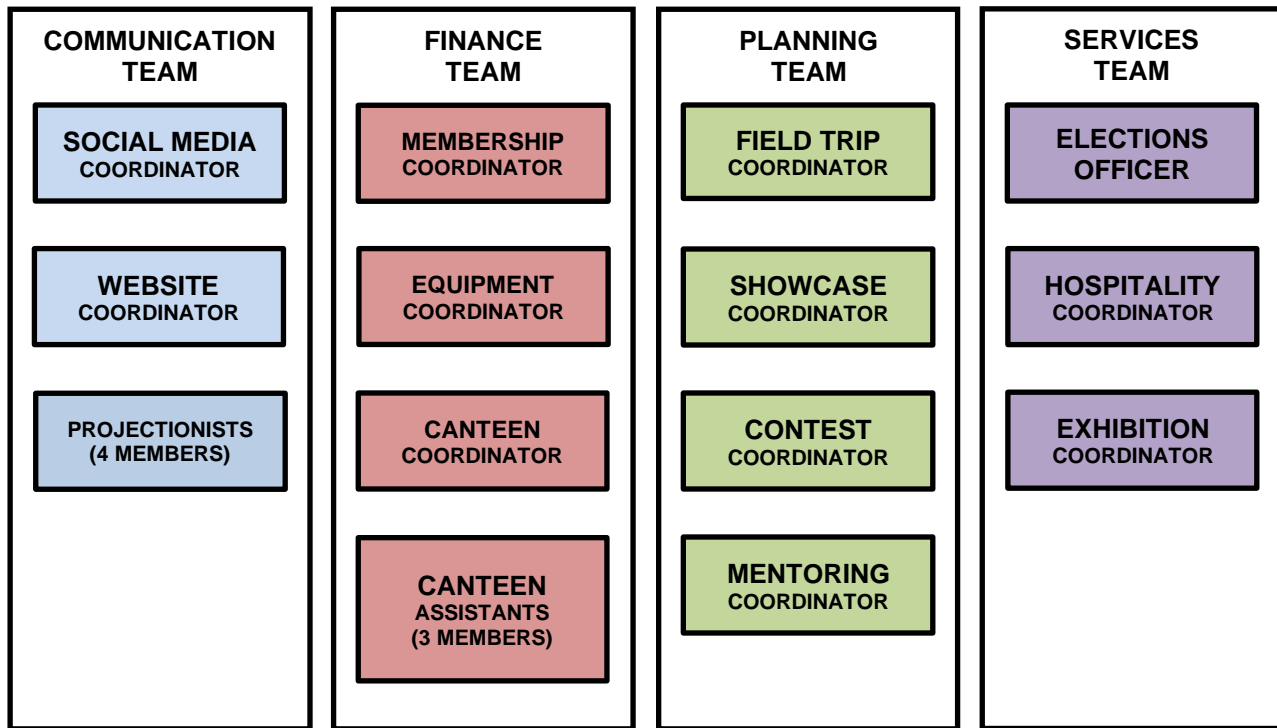
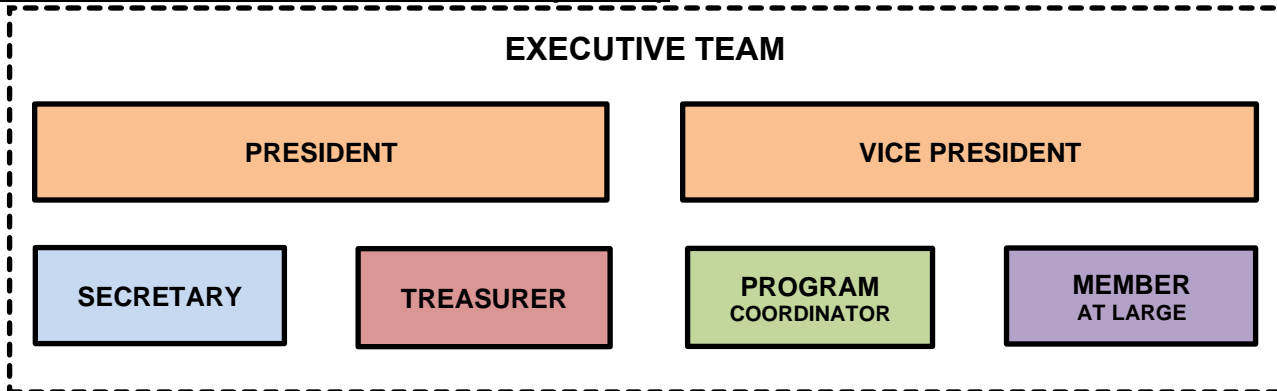
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SPC COMMITTEE STRUCTURE (Chart)





COMMITTEE ROLE DESCRIPTIONS

EXECUTIVE COMMITTEE

PRESIDENT

Position Summary

- Is subject to the control of the Executive Committee
- Provides general supervision over the affairs of the Sackville Photography Club
- May act as chairperson for any meetings of the Sackville Photography Club
- Prepare and distribute SPC related information on behalf of SPC Committees via email to the membership.

Key Responsibilities

- To act as an official representative of the Sackville Photography Club in situations requiring:
 - Speaking on behalf of the club to the external community
 - Speaking to the media or other organizations if necessary
 - Speaking to facility rental officials (Landlord)
 - Point of contact for any phone enquiries the come in
- Responsible for reviewing communications between committees to ensure projects / agenda are on track for the purpose of responding to any enquiries that are made by the membership or general public.
- Responsible for all email-based communication that is distributed to the membership
- Prepare and send regular SPC news and information updates to the membership via email
- Responsible for recruiting to fill any vacancies within the executive or planning committees if necessary
- Liaison for the membership including :
 - Listening to concerns / questions / ideas from the membership base
 - Acting as a mediator to resolve issues that may arise among members
- Chair executive meetings (Approx. 6 sessions per year)
- Open and close general SPC meetings
- Provide guidance for members of the services team
- Ensure committee objectives are being attained

Estimated Time Commitment

- The time commitment required for this role may vary based upon:
 - The number of information related inquiries received
 - Any necessity to fill vacancies within the SPC Committee structure



SPC – Role Descriptions for the Executive & Committee Positions

VICE-PRESIDENT

Position Summary

- Responsible for duties as designated by the President
- Shall assume the duties of the President in their absence

Key Responsibilities

- Attend executive meetings (Approx. 6 sessions per year)
- Liaison for the membership including:
 - Listening to concerns from the membership
 - Gathering questions or ideas from the membership
 - Acting as a mediator to resolve issues that may arise among members

Estimated Time Commitment

- The time commitment required for this role may vary based upon:
 - Requests brought forward by the President



SPC – Role Descriptions for the Executive & Committee Positions

PROGRAM COORDINATOR

Position Summary

- Plans and directs the yearly program and topic material delivered to membership as decided upon by the club executive and committee members
- Plans and schedules the breakdown of topic material for the general meetings
- Sources external & internal guest speakers to present specific topics to the membership during general SPC meetings.
- Chairs planning committee meetings (Approx. 4 sessions per year)
- Oversee planning committee activities

Key Responsibilities

- Attends executive committee meetings (approx. 6 sessions per year)
- Organizes the planning committee and planning committee meetings (Approx. 4 sessions per year)
- Provides guidance to the planning committee
- Arranges for guest speakers
- Works with committee members to ensure that contest categories, field trips, club showcases and photo analysis events, are properly scheduled and are aligned with the general program for the year.
- Oversees showcase preparation, identifying required projection resources & time requirements
- Communicates programming initiatives to the Executive Committee for distribution to the membership
- Acts as liaison with the following committee members: Contest coordinator, Field Trip Coordinator & Showcase coordinator to ensure topics are as aligned as possible with the overall plan for the year.

Estimated Time Commitment

- Weekly follow up with guest speakers and presenters to make sure everyone's ready for the next general meeting - 30min
- Organizing planning committee meetings: This requires approximately one hour prep, 3-4 hours meeting time, plus one additional hour to summarize and send around minutes. (Approx. 4 sessions per year)
- Scouting guest speakers: sporadic time commitment. Includes cold calling / emailing following up and arranging the agenda.
- Organizing content from members: during and after meetings be prepared to collect suggestions and attempt to work with any input and ideas provided.
- The planning stages for this role begin immediately after the end of the regular season in June, prior to the start of the new season in September.
- This role requires a substantial time commitment, which declines throughout the season as the content is scheduled.



SPC – Role Descriptions for the Executive & Committee Positions

TREASURER

Position Summary

- Manages the club's financial responsibilities

Key Responsibilities

- Attends executive committee meetings (approx. 6 sessions per year)
- Provides guidance to members of the Finance Committee
- Maintains the club's financial records
- Maintains the club's bank accounts
- Oversees the collection of membership dues, 50/50 funds, donations, etc.
- Maintains the tax records
- Pays all club expenses, including
 - Hall Rental (2x per year)
 - Honorariums (as required)
 - Society Fees (non-profit, yearly)
 - Website costs (yearly)
 - WiFi costs (monthly, ISP)
 - All other club approved costs
- Oversees all financial transactions
- Prepares interim and annual financial statements
- **Due to the financial nature of this position, a criminal record check may be required to be completed and submitted to the executive committee.**



SPC – Role Descriptions for the Executive & Committee Positions

SECRETARY

Position Summary

- Attends and records the minutes for the executive meetings
- Manages the communications committee
- Responsible for correspondence between the SPC and external entities

Key Responsibilities

- Attends executive committee meetings (approx. 6 sessions per year)
- Records, prepares and distributes executive and other meeting minutes, as required
- Assists committee members as required.
- Maintains club documentation, correspondence, records, minutes, and information created or received by the SPC.



SPC – Role Descriptions for the Executive & Committee Positions

MEMBER AT LARGE

Position Summary

- Advises the executive committee.
- Provides aid to the executive committee where needed

Key Responsibilities

- Attends executive committee meetings (approx. 6 sessions per year)
- Provides guidance to all members of the executive committee
- Serves the executive committee's strategic needs as determined by the President
- May be assigned various responsibilities or projects during the season

Estimated Time Commitment

- The time commitment required for this role may vary based upon:
 - The requests brought forward by the President



SPC – Role Descriptions for the Executive & Committee Positions

PLANNING COMMITTEE

(Under the Guidance of the PROGRAM COORDINATOR)

FIELD TRIP COORDINATOR

Position Summary

- Works with the Program Coordinator to ensure field trips align with the goals of the yearly program.
- Communicates information to the Program Coordinator for inclusion in the program
- Plans and organizes field trips (including dates, times, locations, themes, guides, leaders and resources)

Key Responsibilities

- Attends planning meetings (approx. 4 sessions per year)
- Communicates field trip details, prior to events, to all participants - Locations, Maps, Rest Stops etc.
- Delegates field trip leadership / guides as necessary
- Provides participating member contact information to all field trip leaders in case of emergency
- Composes emails/blog posts/FB posts about upcoming field trips, including directions and sign up details.
- Advise the club's communications coordinator of upcoming field trips for distribution to the membership.
- Prepares field trip update presentations for general meetings, including post event slideshows
- Liaise with members to obtain field trip ideas & feedback
- Contact field trip venues as required (Instances of Private Property)

Additional skills that may assist in this role:

- Good interpersonal skills (Ability to talk your way into...or out of anything...)
- Public Speaker (Handy for meetings but not a requirement)
- Familiarity using Facebook, email, WordPress, Presentation, and Slideshow apps for communication and presentation purposes.

Estimated Time Commitment

- Time spent toward booking and planning field trips and venues for field trips.
- 1 hour bi-weekly of prep time for field trip slide show presented at general meetings.



SPC – Role Descriptions for the Executive & Committee Positions

SHOWCASE COORDINATOR

Position Summary

- Works with the Program Coordinator to ensure showcase topics align with the goals of the yearly program.
- Creates monthly themed slideshow for one club meeting per month.

Key Responsibilities

- Attends planning committee meetings (approx. 4 sessions per year)
- Works with the program coordinator and contest coordinator to determine themes for monthly showcases.
- Collects member submissions for the monthly showcase
- Assembles members submission in a slideshow, for presentation

Estimated Time Commitment

- Two hours monthly of prep time for monthly theme slide show to be presented at general meetings



SPC – Role Descriptions for the Executive & Committee Positions

CONTEST COORDINATOR

Position Summary

- Works with the program and showcase coordinator to prepare the categories for the yearly photo contest
- Coordinates the planning and execution of the annual SPC photo contest

Key Responsibilities

- Attend planning committee meetings (Approx. 4 sessions per year)
- Determine contest categories in alignment with the annual programming goals
- Organize and administer the presentation of the contest to the club membership
- Develop contest rules, judging criteria, and scoring terms for the contest
- Contact and arrange judges, and the judging location and time
- Communicates contest rules, criteria, and scoring terms to judges
- Source appropriate awards
- Present the results of the contest to the membership during a general meeting

Estimated Time Commitment

- The time commitments for this role are gathered at one focal point during the year.
- Planning stages require some light time commitment to prepare necessary structure for smooth delivery of the annual contest.
- Attendance during two general SPC meetings (At Least) will be necessary to gather images from members and then again to present the results to the membership.
- Judging generally requires two half day sessions to complete.



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MENTORING COORDINATOR

Position Summary

- Facilitates the SPC Mentoring Program
- Coordinates the planning and execution three mentoring periods per year.

Key Responsibilities

- Attend planning committee meetings (approx. 4 sessions per year)
- Create a list of potential mentors.
- Send out requests for mentors and request information.
- Set deadlines for the return of the above information.
- Forward the list of mentors to the membership and request participants provide information.
- Set deadlines for the return of the above information.
- Collect the information and forward participant lists on to the mentors so that they can schedule their sessions.
- Maintain a list of participants who are waiting for particular mentoring sessions

Estimated Time Commitment

- The time commitment in this role is mainly that of communicating with other members via email and telephone. Communications ramp up with the beginning of each mentoring session. Once the mentoring sessions are set in motion the time commitment lessens.
- Four hours prep time for each of the three mentoring sessions per season.



SPC – Role Descriptions for the Executive & Committee Positions

SERVICES COMMITTEE

(Under Guidance of the PRESIDENT)

ELECTIONS OFFICER

Position Summary

- Facilitates the annual SPC Elections
- Manages and coordinates nomination process

Key Responsibilities

- Attendance at two executive meetings per year
- Review and update “roles and responsibilities” documentation as required
- Coordinate with all committees as to specific dates for election related events
- Distribute election related information to the membership as needed
- Collect and maintain list of nominees
- Prepare the election survey with the nominees
- Prepare the results of the election survey for evaluation by the executive committee
- Present the results of the election survey with the President to the membership

Estimated Time Commitment

- The time commitment for this role varies from year to year with the amount of preparation required in revision the roles and descriptions for committee positions
- Two hours of gathering nominations and correspondence via email and telephone
- Four hours of preparing the survey to send to the membership
- Three to four hours of preparing the survey results and presentation



SPC – Role Descriptions for the Executive & Committee Positions

EXHIBITION COORDINATOR

Position Summary

- Coordinates the Sackville Photography Club's yearly public exhibition.

Key Responsibilities

- Attends planning committee meetings (approx. 4 sessions per year)
- Attends one executive meeting per year
- Responsible for finding and booking a venue for the public exhibition.
- Coordinate the creation of advertising materials (Posters / Flyers)
- Coordinate the distribution of our advertising materials in various locations
- Contacts various sources for advertising the public exhibition (radio / newspaper / flyers)
- Collects the Best of Show print & plaque for display at the public exhibition
- Preparation of comment cards for the public exhibition
- Responsible for logging all prints and material that is displayed at the public exhibition
- Coordinates and executes the mounting of prints for the public exhibition
- Coordinates and executes the setup and takedown for the public exhibition
- Coordinates the preparation of the digital slide presentation for the public exhibition

Estimated Time Commitment:

- This role sees the time commitment distributed around one focal event, the public exhibition
- Generally it requires a full week of time commitment, spread over the period of one month



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HOSPITALITY COORDINATOR

(THIS POSITION REQUIRES TWO MEMBERS)

Position Summary

- To act as first point of contact during general club meetings for both members and guests

Key Responsibilities

- Attendance at one executive meeting per year
- Responsible for setting up and taking down of the Welcome table
- Meet and greet new guests that arrive at the meetings
- Organize the 50/50 draws at each meeting & return the proceeds to a member of the executive committee
- Supply names of guests to the President to be included in the meeting introduction.

Estimated Time Commitment:

- Hospitality coordinators are generally available for the majority of SPC General Meetings; they may alternate the role as desired between the coordinators.
- Ten minutes of setup and takedown before and after each SPC General Meeting



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FINANCE COMMITTEE

(Under Guidance of the TREASURER)

MEMBERSHIP COORDINATOR

Position Summary

- Maintains the membership lists for the SPC
- Coordinates with various committee members to ensure everyone is working with the latest membership data

Key Responsibilities

- Attendance at two executive meetings per year
- Maintain an up-to-date Membership list, adding and removing members when required
- Maintains the online database of the membership for the SPC committees
- Send out emails to request any changes of information from the membership every 6 months or so
- Register members, with their contact information throughout the year
- Create membership cards, name tags
- Provide a new member information package
- Send welcome email to new members to confirm email address
- Responsible for the distribution of membership cards and membership info to any new members

Estimated Time Commitment:

- Estimated time commitment is dependent upon demand, peaking during the September - October time frame.
- Registration activities occur at the beginning of General SPC meetings during the course of the year.
- Distribution of documentation and emails to members can be done at leisure.



SPC – Role Descriptions for the Executive & Committee Positions

CANTEEN CO-ORDINATOR

Position Summary

- To maintain and operate the canteen during SPC General Meetings

Key Responsibilities

- Maintain contact and schedule canteen assistants for appropriate canteen coverage during general meetings.
- Attend executive committee meetings as required
- Set up and put away canteen supplies. Provide snacks for guest speaker nights, and other special events.
- Responsible to purchase tea, coffee, hot chocolate, milk, sugar etc.
- Maintain the funds of the canteen.
- **Due to the financial nature of this position, a criminal record check may be required and submitted to the executive committee**

Estimated Time Commitment

- Shopping for canteen items as needed (1-2) hours per month
- Arrival one half-hour ahead of the general meetings for canteen setup
- One half-hour of canteen shutdown during or after general meetings



SPC – Role Descriptions for the Executive & Committee Positions

CANTEEN ASSISTANTS

(THIS POSITION REQUIRES THREE MEMBERS):

Position Summary

- Assist with the setup and operation of the canteen during SPC general meetings.

Key Responsibilities

- Set up and put away canteen supplies.
- Operate the canteen during SPC meetings

Estimated Time Commitment

- One shift per month operating the canteen



SPC – Role Descriptions for the Executive & Committee Positions

COMMUNICATIONS COMMITTEE

(Under Guidance of the SECRETARY)

SOCIAL MEDIA COORDINATOR:

Position Summary

- Administer and moderate all social media involving the SPC

Key Responsibilities

- Attendance at SPC Executive meetings as required
- Create and enforce Rules and Regulations for the social media forums involving the club.
- Be the main administrator for the Facebook Page, Flickr Page and whatever else is associated with the club.
- Communicate field trips, meeting information, and club news appropriately on social media.

Estimated Time Commitment

- Consistent small amounts of time required, however this requires frequent monitoring of all social media outlets that the SPC is involved in.



SPC – Role Descriptions for the Executive & Committee Positions

EQUIPMENT COORDINATOR

(Under Guidance of the TREASURER)

Position Summary

- Responsible to maintain and administer the lending and return of club equipment by the membership

Key Responsibilities

- Attendance at SPC Executive meetings as requested
- Verify the condition of the equipment upon return to the club
- Maintain a “Sign in /out” Log for the equipment
- Maintain an updated catalog of available equipment
- Maintain the online calendar of equipment availability (Within the online user forum)
- Maintain a list of all Club Equipment and get quotes for any equipment requested
- Due to the nature of this position, a criminal record check may be required and submitted to the executive committee
- Space to store the equipment is also a requirement for this position as the club’s equipment is made up of large & bulky (Sometimes Heavy) cases in which the equipment is stored
- Ideal location for this position is within the Lower Sackville Area

Estimated Time Commitment

- Consistent small amounts of time required.
- Availability at reasonable times for the pickup and return of equipment by SPC Members.



SPC – Role Descriptions for the Executive & Committee Positions

PROJECTIONISTS

(THIS POSITION REQUIRES FOUR MEMBERS)

(Under Guidance of the PROGRAM COORDINATOR)

Position Summary

- Maintain computer hardware required for the club meetings and special events
- Display content on screen as directed by the evening's agenda & acting MC

Key Responsibilities

- Attendance at Planning Committee meetings as requested
- Commitment to attend SPC General Meetings to be available as projectionist
- Ensure that the appropriate content is loaded onto the computers prior to the meeting or event
- Operate the laptops and projector during the club meetings
- Follow the setup checklist and ensure Audio / Visual presentation is ready prior to any meeting.
- Execute the agenda as prepared planning committee during SPC General Meetings

Skills Required

- Strong general knowledge and familiarity with PC and / or MAC operating systems and applications.
- Familiarity with digital presentations / Projectors.
- Ability to troubleshoot small issues on demand.
- Comfort in operating computer in front of a large group.



SPC – Role Descriptions for the Executive & Committee Positions

WEBSITE COORDINATOR

(Under Guidance of the SECRETARY)

Position Summary

- Responsible for the general maintenance and upkeep of the SPC website.
- Shall be responsible for coordinating any additions or further design criteria into the club's website

Key Responsibilities

- Upgrade website components when required
- Add, remove and change permissions as needed to allow committee members to create content
- Report any service issues to executive. Examples are security certificate needing renewal or terms of service of web host changing
- Add services to the Website as needed
- Coordinate further development the website infrastructure as required

Skills Required

- Basic understanding of website administration: access, permissions & certificates.
- WordPress administration
- Ability to create technical solutions based on root requirements from executive
- Helpful skills: Basic MySQL administration, PHP programming, Apache administration

Estimated Time Commitment

- Normal maintenance takes an average of about 4 hours per month
- The total time commitment is undetermined as various work or improvements to the site may require additional time as required